

**Seminar includes a
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**Wednesday,
DEC 6, 2006**

PROACTIVE PREVENTION

LACENTRE is a state-of-the-art conference center located near the Cleveland Hopkins International Airport and easily accessible to highways, major hotels, and shopping. LACENTRE is the site of the **2006 EEOC Technical Assistance Seminar**, scheduled for **Wednesday, December 6, 2006**.



EEOC Cleveland Seminar

U.S. Equal Employment Opportunity Commission

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Join EEOC for this
one-day seminar for
the latest
developments in EEO
law and best practices
— from the experts
who enforce the law.

Questions about the seminar?
Contact Cynthia Stankiewicz
(216) 522-7679
(216) 522-8441 TTY
cynthia.stankiewicz@eeoc.gov

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www.eeotraining.eeoc.gov
for reduced price



EEOC
Training Institute
...Learn from the Experts



Schedule

- Registration—7:30am
- Start—8:30 am
- Continental Breakfast,
Lunch provided
- End—4:30 pm

U.S. Equal Employment Opportunity Commission

EEOC TRAINING INSTITUTE—TECHNICAL ASSISTANCE SEMINAR

Cleveland, Ohio

WEDNESDAY, December 6, 2006

Keynote Speaker Honorable Naomi C. Earp EEOC Chair

Retaliation: What Constitutes Retaliation & Avoiding Claims

- How The Recent Supreme Court Decision Expands Employer Liability
- Steps To Ensure Supervisors And Coworkers Do **NOT** Retaliate
- How To Discipline Without Retaliation

*Jeffrey Stern, EEOC Senior Trial Attorney
Caryn M. Groedel, Caryn Groedel & Associates Co., LPA*

Employee Rights / Employer Wrongs: Decision to Terminate, Termination, and Afterwards

- Employer Documentation That Defense Attorneys Recommend
- Termination Procedures For Managers And Human Resource Directors
- Are You Sure Termination is Needed?
- Is There A Hidden Agenda?

*Lawrence Mays, EEOC Supervisory Trial Attorney
Patricia F. Weisberg, Partner, Employment Group, Walter & Haverfield, LLP
William R. Hanna, Partner, Employment Group, Walter & Haverfield, LLP*

Faith @ Work: Religion in the Workplace

- Religious Accommodations And Undue Hardship
- Easiest And Most Common Requests For Changes
- Religious Expression In The Workplace

Charetta Harrington, EEOC Chief Administrative Judge

Avoid Illegal Discrimination & Hire The Best Qualified Applicant

- Everybody's Biased So What Can We Do?
- Are Subjective Criteria Legal?
- What Techniques Can I Use that are Legal and Will Work For Me?
- "Red Flags" to Avoid When Interviewing

Edward McCaffrey, EEOC Program Analyst, Philadelphia District Office

Cleveland Seminar

Agenda Continued

ASK EEOC!

Learn about the new changes to the EEO-1 Report for 2007. Get answers to your questions from our team of experts.

Workshops

Legal Updates*

- Recent, Significant EEO Decisions
- Learn How They Will Impact On Employers, Employees And EEOC
- Get Answers To Your Questions

Donna Williams Alexander, EEOC Senior Trial Attorney

Family Medical Leave Act*

- Understand the Requirements, and How to Comply
- Tips for Employers and Procedures to Follow
- Inter-relationship with ADA

Joann Lach, Investigator, U.S. Dept. of Labor Wage Hour Division

What Every Employer Should Know About the NLRB*

- The National Labor Relations Act and its Coverage
- Learn About Employees' Rights in the Private Workplace
- What Constitutes an Unfair Labor Practice?
- How Employers can Commit Unfair Labor Practices in Non-Union Setting

Karen N. Neilsen Field Attorney, National Labor Relations Board, Region 8

ADA Interactive Process and Resources for Reasonable Accommodation*

- Employer Rights & Responsibilities when ADA Accommodations are Requested
- Easy and No Cost Accommodation Sources
- Tax Credits and Incentives
- The Employer's Framework for the Accommodation Process

*Solvita McMillan, EEOC Senior Trial Attorney and
A Representative from LEAP—Linking Employment, Abilities & Potential,
Recipient of EEOC Freedom to Compete National Award on Best Practices*

***Participants will be able to choose two workshops.
All participants will receive materials from all workshops.**

Agenda available at www.eetraining.eeoc.gov

Wednesday, December 6

EEOC Cleveland Seminar

www.eeotraining.eeoc.gov

Who Should Attend?

Human Resources Directors

Attorneys

Managers & Supervisors

State and Local Officials

Federal EEO Staff [approved for Federal EEO Refresher credit]

Union Representatives

Hotel Arrangements

Registrants are responsible for their own hotel and travel arrangements.

LaCentre event attendees may contact the Courtyard by Marriott (25052 Sperry Drive, Westlake, OH) for a special hotel rate of \$99. (440) 871-3756

Registration Policy

Payment — \$335 Fee includes seminar, a seven volume EEO library on CD, lunch and refreshment at breaks. Payment must accompany registration. A discount price of **\$299** is available for on-line registration with a credit card and for check payments received 30 days before the onset of the seminar. Payment by government purchase order is not eligible for this Discount Price. EEOC Tax identification Number: 52-0812909

Payment by federal government purchase order can only be accepted if you provide a copy of the purchase order (or SF182 or DD 1556 training form), purchase order number, agency's 9 digit tax identification number, and agency's 8 digit Agency Location Code. If any of these items are missing, we will not be able to confirm you for the seminar. If you are paying by state or local government purchase order, provide your billing address where the invoice should be mailed.

Registration - There are three ways to register. For immediate confirmation, register **ONLINE** using a credit card at www.eeotraining.eeoc.gov, OR

MAIL your registration application and payment to **EEOC TRAINING INSTITUTE, PO BOX 83933, GAITHERSBURG, MD 20883-3933, OR**

FAX your registration with credit card payment to **301.545.0718**

Questions about registration? Call 1.800.600.6157, (TTY# 1.800.600.6158) or email eeoc.traininginstitute@eeoc.gov

Space is limited, register early, and preferably at least 10 days in advance of a seminar. Late registrations will be accepted on a space available basis.

Confirmation

Registrants will receive written email or fax confirmation upon receipt of registration application and fee.

Cancellations/No Show Policy

Cancellations received more than 7 business days in advance of a course are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

Reasonable Accommodation Requests

Please describe your accommodation needs due to a disability on the registration application and we will respond to you.

Please print and use
a separate form for
each attendee.

3 ways to register

• ONLINE

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• MAIL to EEOC TRAINING

INSTITUTE, PO BOX
83933, GAITHERSBURG, MD
20883-3933

• FAX to 301.545.0718

Have you previously
attended an EEOC
sponsored seminar,
course or
conference?

☐ Yes ☐ No

Employees at your
facility?

- ☐ Under 50
- ☐ 50-99
- ☐ 100-249
- ☐ 250-499
- ☐ 500-999
- ☐ 1,000-1,999
- ☐ 2,000+

Your Organization's
Business Type:

- ☐ Federal Gov't
- ☐ State/ Local Gov't
- ☐ Other

Your Position Category:

- ☐ Attorney ☐ EEO Director, Manager, Supervisor
- ☐ EEO Investigator, Counselor, Staff
- ☐ HR Director, Manager, Supervisor ☐ HR Staff
- ☐ Mediator, ADR ☐ Other Manager, Supervisor
- ☐ Professional Organization ☐ President, CEO,
Owner ☐ SHRM ☐ Union Representative
- ☐ Other _____

☐ **Please enroll me for the Seminar in Cleveland, Ohio on
December 6, 2006**

First Name _____ Last _____ MI _____

Title _____ Business/Organization _____

Address _____

City _____ State ____ Zip _____ E-Mail _____

Business Telephone () _____ (☐ if TTY, please check)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, in order for you to
attend this program?

☐ Yes ☐ No Describe accommodation requested or special diet needed _____

AMOUNT OF PAYMENT: ☐ \$335 ☐ \$299 Discount Price*

*Discount price available for on-line registration up to the day before the seminar and
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Credit Card ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

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☐ **Check Payment**

☐ **State/ Local Gov't Purchase Order** – Email Address for invoice _____

☐ **Fed Gov't Purchase Order** - 8 digit Agency Location Code (Required) _____

How did you hear about our seminar?

- ☐ Brochure in mail ☐ Colleague ☐ EEOC event
- ☐ Email ☐ Website/Internet ☐ Newspaper /Newsletter
- ☐ Other _____



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TOP 5 REASONS TO ATTEND THE EEOC CLEVELAND SEMINAR

EEOC offers you the best value for your training budget.

Our seminar offers a range of choices, whether you are new to the field or a seasoned HR

professional.

Prepare for tough HR decisions

concerning hiring, termination, accommodating disabilities, and religious accommodations, and more!

Avoid pitfalls and mistakes made by other employers

Learn best practices —

Keep your approach to EEO up to speed with

innovations and changes in the workplace.

Meet the people who enforce the laws and discover how EEOC and other government agencies analyze an issue.

Improve your company's bottom line, saving money, time and resources with smart policies, happy employees and a productive



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